

BANK OF UGANDA



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ADVERTISEMENT OF VACANT POSITIONS IN BANK OF UGANDA

Applications are invited from qualified Ugandans to fill the following position in the Administration Services Department, Bank of Uganda;

1. **DEPARTMENT : ADMINISTRATIVE SERVICES**
2. **JOB REF : ADS6.06**
3. **JOB TITLE : DRIVER**
4. **RANK : DRV III**
5. **REPORTS TO : HEAD TRANSPORT & TRAVEL SECTION**
6. **NO. OF POSITIONS : 5**

7. **PURPOSE:**

To safely transport Bank staff, guests, and cargo in line with requests.

8. **DUTIES AND RESPONSIBILITIES**

- Carry out pre-trip vehicle check to avert avoidable breakdowns.
- Timely pick-up of Bank staff, guests and cargo as required.
- Drive motor vehicles in accordance with approved schedule, National road safety regulations and Bank of Uganda Policies.
- Report motor vehicle faults and accidents.
- Maintain up-to-date motor vehicle logbook records to enable tracking of vehicle movement and fuel usage.
- Maintain cleanliness of the allocated motor vehicle and functional fleet monitoring and security equipment in the vehicle.
- Ensure proper security and safety of the Bank vehicle, Bank staff, guests, and cargo.

- Deliver goods or packages in safe condition and to the right address including required documentation.
 - Provide good customer care to the passengers.
 - Any other duties allocated by the Bank from time-to-time.
9. **EXPECTED OUTPUTS**
- Well maintained Bank vehicle
 - Adequately fueled motor vehicle
 - Clean motor vehicle
 - Updated motor vehicle logbook and fuel records
 - Safety of Bank motor vehicle, staff, guests, and cargo

10. **PERSON SPECIFICATIONS**

A. **MINIMUM QUALIFICATIONS**

- A Level Certificate
- Must have scored a credit in English in O Level.

B. **EXPERIENCE**

At least three (3) years' experience in driving.

C. **AGE**

The applicant must be 30 - 35 years as at the close of the advert.

D. **COMPETENCIES**

- (i) Technical Competencies
- Basic vehicle maintenance skills
 - Good driving skills, including defensive driving skills.

- Knowledge of road safety and traffic regulations
- Understanding of the English language

(ii) Behavioural Competencies

- Transparency and accountability
- Integrity
- Excellence
- Teamwork
- Analytical thinking and problem solving
- Interpersonal and stakeholder engagement
- Planning and organizing skills
- Innovativeness
- Self-drive

11. **PHYSICAL DEMANDS OF THE JOB:**

Job requires physical strength and good health to withstand long working hours, travel upcountry sitting for long periods, exposure to different weather conditions and ability to lift medium loads onto and from the car.

12. **WORKING CONDITIONS:**

- Working outside normal working hours
- Sitting for long periods
- Differing weather conditions
- Long hours of travel

Salary and Benefits for the position are generous and attractive.

Application letters must be accompanied by:

- 1) An application letter.
- 2) A copy of the National Identity Card (Front and Back).

- 3) A copy of the Driving Permit (Front and Back).
- 4) A detailed Curriculum Vitae. Applicants MUST use the standard BoU Curriculum Vitae form as their Curriculum Vitae format which is available under Careers in BoU on the BoU website https://www.bou.or.ug/bou/bou_careers/recruitment.html. Candidates that use a Curriculum Vitae Format other than the standard BoU Curriculum Vitae format shall be disqualified.
- 5) Copies of academic credentials and professional training certificates.

Applications should be hand delivered to the Bank of Uganda Headquarters, Plot 37/45 Kampala Road clearly marked (Application for the Position of Driver) and should be addressed to:

**The Director,
Human Resource Department,
Bank of Uganda,
P.O Box 7120, Kampala**

Management reserves the right to terminate applicants found with concealed or falsified information and academic credentials.

Applications should reach NOT later than Friday, February 2, 2024

**MANAGEMENT
January 15, 2024**